



**SCHOOL FINANCE MEMORANDUM 16-xxx**

**State of Arizona  
Department of Education**

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: August 15, 2015

SUBJECT: School Finance Updates

**SAIS Updates**

**1) SDDI IS OPERATIONAL AGAIN!**

The reports in Student Detail Data Interchange - SDDI are operational again and available for download at both the LEA and School level. Please log on via the [Common Logon](#) to access these reports. ADE apologizes for the extended system downtime and any inconvenience it may have caused.

>FY15 final 75-1 reports (ADM, ELL and SPED are available through Student Detail Reports – SDR.

>FY16 SDADMS72 Unadjusted Student ADM Report and the Student Integrity Status Report can both be downloaded from SDDI.

**2) CHARTER ESTIMATED COUNTS**

**Charter Estimated Counts** will open again on August 27, 2015 for all active charter holders to submit new or revised estimates of their ADM (Average Daily Membership) for FY 2016 and will close on September 15, 2015 at 4:30 p.m. The data within Estimated Counts on September 15, 2015 will be used as the basis for the October 1, 2015 state aid disbursement. Please see the table below for future submission and payment dates:

For Payment Date:	Estimated Counts Submission START DATE	Estimated Counts Submission DEADLINE (by 4:30 p.m.)
October 1, 2015	August 27, 2015	September 15, 2015
November 2, 2015*	Paid on SAIS 40th day ADM, unless Charter Holder has not reached the 40th day of school.	See Account Analyst

**\* Note:** If payments are based on estimated counts beyond the dates scheduled above, it is the charter school's responsibility to request that a window be opened in any month to make changes to estimated counts. **A window will only be opened by request.** The school name and CTDS number should be submitted via e-mail to the LEA Account Analyst and a window will be opened in the appropriate time- frame (generally early in the month before the next payment is calculated).

It is imperative that you submit your Estimated Counts data for your schools by the August 27, 2015 deadline or your October 1, 2015 payment amount may be severely impacted.

### **3) FY 2016 System of Record**

SAIS will be the system of record for FY 2016. All state funding will be based on the data in SAIS and reports available through Student Detail Data Interchange (SDDI) and Student Detail Reports (SDR), both accessible from [Common Logon](#).

### **4) Dropout Recovery and Grand Canyon Diploma Data Reporting**

Dropout Recover (DRP) and Grand Canyon Diploma (GCD) data will follow the same method of submission in FY 2016 as for FY 2015. The data required for these two programs is being added to AzEDS. and Submission of GCD and DRP data will be possible through AzEDS in FY 2016 for testing purposes only.. As these programs do not exist in SAIS, this data submitted through AzEDS will not be pushed to SAIS. DRP submissions and state funding will function as they have for FY 2015.

### **5) SAIS Limiting Issues**

SAIS limiting issues announced in FY 2015, which caused the ADM for some school districts and charter schools to be overstated or understated has been resolved. The FY 2015 statewide recalculation results include the new limiting programming.

In certain circumstances, SAIS was not properly limiting ADM within single Local Education Agencies (LEA) to 1,000, but rather has allowed it to be calculated at greater than 1,000 ADM. For complete details of these circumstances and steps to determine if your LEA is impacted, please see the School Finance Memo which can be found [at](#)

<http://www.azed.gov/Administrators/SF/NumberedMemos/FY2015/15-044%20SAIS%20Limiting.pdf>.

## 6) **FY 2015 Statewide Recalculation Is Complete!!**

The FY2015 statewide recalculation of ADM is complete. The SDDI / SDR reports (including student integrity status and 75 reports) are available as well as the ADMS40 series reports (including the ADMS46-1), the SPED28-1 and ELLS28-1 reports.

## 7) **Important Reminder: Reconcile ADE Data to your SIS Data**

Remember to reconcile the data that is in your student information system (SIS) with the data in SAIS. Funding is determined by the data that is in SAIS, not your SIS. If there is a discrepancy in the data, whatever is in SAIS will be used for your funding. Data should be reconciled monthly, at a minimum.

A couple of reports to review on a regular basis:

- Student Integrity Status Report
- SAIS raw data reports: ADMS72, SPED71s, ELL71
- Funding reports: ADMS, SPED and ELL 75 reports, and the ADMS76 report

These reports can all be found within [Common Logon](#) within either SDDI or the Student Detail Reports applications. Presentations on how to reconcile SAIS reports are available on our [Business Rules and Presentations site](#) within the “Presentation” section under FYs 2015 and 2014. You may also contact your [Account Analyst](#) for additional guidance and support.

## **Payment Updates**

### 8) **K-3 Funding**

The funding has been released to eligible districts and charters starting with the August 1st payment. (See your APOR55-1 or CHAR55-1). To be eligible: must be either letter A or B district/charter **and** the 3<sup>rd</sup> grade far below reading level is less than 10%.

### 9) **State Aid Rollover**

Pursuant to SB 1469 Sec 139, the Arizona Department of Education shall defer, until July 2, 2016 but no later than July 12, 2016, \$930,727,700 of the basic state aid and additional state aid payment that otherwise would be apportioned to school districts during fiscal year 2015-2016. The FY2016 rollover amounts have been included in the August 1 payment APOR64-1. These amounts will be adjusted later this year.

#### 10) Fiscal Year 2015 State wide Re-calculation

The Fiscal Year 2015 Statewide Recalculation has been completed. This is based on data submitted by June 30, 2015 (brick and mortar) and July 15, 2015 (AOI). Positive payment adjustments will be included in the FY 2016 September payment by APOR/CHAR 64-1 report as the lump sum adjustment. Negative payment adjustments will be taken over the entire fiscal year, beginning with the October 1 payment; with 3/12ths taken in October and 1/12<sup>th</sup> each payment thereafter. Hardship applications are available if a district/charter needs to spread the adjustment out over two fiscal years instead of one. **In an approved hardship situation, a minimum of 75% must be taken back in FY 2016 and the balance will be taken in FY 2017.** The Hardship Application may be found [here](#).

#### 11) Preliminary FY2016 DAA Reductions

Preliminary FY2016 DAA Reductions have been calculated. A list may be found under Hot Topics [here](#). Preliminary DAA reductions will be included in the September 1, 2015 APOR payment.

### **General Updates**

#### 12) Email Distribution

If you are not receiving updates via email and you would like to, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above.

If you have any questions, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) or call Barb Axe @ 602-542-8248.

#### 13) School Finance Hot Topics:

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

#### 14) Updating Your Contact Information

Please make sure that your contact information is up-to-date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to [enterprise@azed.gov](mailto:enterprise@azed.gov). Charters must ensure changes are first approved through the Charter Board.

## 15) External Guidelines

External guidelines are posted on our School Finance website. Next to each guideline is the effective date. As new guidelines become available, they will be posted for your review at:

<http://www.azed.gov/finance/school-finance-external-guidelines/>

### Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- 1) **General Updates:** Email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)
- 2) **SAIS/ADM, SDER, and Transportation:** A listing of account analysts for each school district and charter holder is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- 3) **Payment:** Email the School Finance payment team at [SFPaymentteam@azed.gov](mailto:SFPaymentteam@azed.gov)
- 4) **Budget:** Email the School Finance budget team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov) .
- 5) **Other Areas within ADE:**
  - ❖ **Title I, Maintenance of Effort, Stephanie Washington**  
[Stephanie.Washington@azed.gov](mailto:Stephanie.Washington@azed.gov), Education Program Specialist  
Tel: (602) 542-7466
  - ❖ **ESS, Maintenance of Effort,** [ESSFunding@azed.gov](mailto:ESSFunding@azed.gov), 602-542-3851
  - ❖ **ADE Support,** 602-542-7378 or 1-866-577-9636
  - ❖ **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov) and in the subject line type SUGGESTIONS.